



# Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division  
HIV/STD Epidemiology Division  
HIV/STD Health Resources Division

Est. October 29, 1996

Rev. March 5, 2003

HIV/STD Policy No. 241.001

## ADMINISTRATIVE AGENCY ROLES AND RESPONSIBILITIES

### PURPOSE

This policy establishes the roles and responsibilities of an administrative agency related to the delivery of comprehensive HIV health and support services in cooperation with assembly planning areas throughout the state.

### BACKGROUND

The Texas Department of Health (TDH) provides for the delivery of services to HIV infected individuals through programs operated by the Bureau of HIV and STD Prevention (Bureau). The Bureau coordinates all federal and state funds for HIV client services through selected administrative agencies in seven geographical areas within Texas. Administrative agencies administer and disburse funds to various providers and provide administrative and planning support services.

### AUTHORITY

Title II of the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act of 1990 and CARE Act Amendments of 1996 and 2000; V.T.C.A., Health and Safety Code, Chapter 85, Subchapter B; Texas Administrative Code, Chapter 98, Subchapter A; Texas Government Code, Chapter 441, Subchapter L; Uniform Grant Management Standards, Chapter III, State Uniform Administrative Requirements for Grants and Cooperative Agreements; General Provisions for TDH Grant Contracts; Financial Administrative Procedures Manual for TDH Contractors.

### ADMINISTRATIVE AGENCY DESIGNATION

Administrative agencies, which are incorporated, apply for, and are selected by the Bureau through a competitive process. Administrative agencies disburse funds from TDH through a subcontractor system to provide comprehensive services to HIV positive individuals within the planning area.

### Memorandum of Understanding (MOU)

The administrative agency signs an MOU with the assembly, which outlines the specific services the administrative agency will provide on behalf of the assembly. See HIV/STD Policy No. 200.006 for more information regarding the content of an MOU.

## ROLES AND RESPONSIBILITIES

The functions listed below are the roles, responsibilities, and services required of the administrative agency as determined by TDH.

### General

- Prepare proposals or applications in response to all TDH HIV client service requests for proposals (RFP) or requests for applications (RFA).
- Sign a contract with TDH.
- Develop and implement an unbiased process to select subcontractors to provide HIV related client services.
- Abide by the rules and regulations of TDH and all applicable laws relating to the contract attachments.
- Make available to TDH the time, staff, and information necessary to evaluate compliance with contractual attachments.
- Develop an MOU with the assembly.
- Collaborate and support the assembly.

### Grants management

- Through conducting a local RFP process, ensure that subcontractors have adequate organizational and fiscal accountability systems in place before the program begins.
- Develop and execute subcontracts with providers for services prioritized by the assembly.
- Monitor and evaluate contract, financial and programmatic performance of subcontractors, sharing this information with TDH.

### Financial

- Provide sufficient, qualified employees/contract services for bookkeeping and accounting functions.
- Provide financial management using generally accepted accounting procedures.
- Centralize all financial reporting and record keeping.

- Develop a risk management plan that includes carrying a fidelity bond or insurance coverage to protect each employee and/or board member of the agency who handles funds.
- In a timely and responsible manner, receive and disburse funds available for the HIV Service Delivery Area through Ryan White Title II, State Services, Housing Opportunities for People with AIDS, and other funding sources as TDH may designate.
- Review and process invoices and requests for reimbursement, purchase vouchers, financial status reports, and other financial information. Ensure that expenditures conform to the approved budget attached to TDH contract and to the contract between the administrative agency and subcontractor.
- Prepare and submit invoices, financial information, and fiscal reports promptly, as TDH requires.
- Maintain records, as specified in the General Provisions for TDH Contracts, of all transactions in good order and available for inspection by TDH staff upon request.
- Seek advice and consent from the assembly on funding issues that relate to the assembly's service priorities.
- Provide to TDH a risk management plan that appropriately indicates how the agency will assume, assign, and avoid liability risks.

#### Administrative support

As agreed through the MOU or as necessary:

- Assist with developing assembly core competencies.
- Obtain staff support for the assembly's responsibilities that include needs assessment, gap analysis, resources inventories, continuum of care, priority setting, and resource allocation.
- Maintain assembly files.
- Organize assembly mailings.
- Arrange for meetings of the assembly including providing meeting space, notifying members of meeting time and location, and preparing and distributing meeting minutes, as needed.
- Coordinate and prepare grant applications and proposals to TDH for funding needed to carry out the priorities established by the assembly.

- Obtain documents and information needed from subcontractors for the grant application and proposal processes.
- Conduct the RFP process.
- Support the development and implementation of a comprehensive HIV plan for the area.

### Reports

- Provide, at minimum, quarterly reports to the assembly on the status of the Comprehensive HIV plan, including current expenditure data per service category of the contracted budgets.
- Make financial recommendations regarding reallocations.
- Make adjustments to subcontractor budgets within service categories.
- Generate, prepare, and submit all programmatic information and reports required by TDH.

### Evaluation and Quality Assurance

- In cooperation with the assembly, use records of services and expenditures to periodically evaluate the assembly's success in: 1) responding to the identified needs of the target population, and 2) designing cost-effective mechanisms to deliver comprehensive care.
- Provide a formal process to solicit client satisfaction reports, analyze the report findings, make findings available to the assembly, and help revise delivery of services.

### Data

- Collect program data as required by TDH.
- Collect needs assessment data.
- Participate in the CD4 Online Management Patient Information System, as TDH requires, and attend TDH supported training.
- Submit data as required.
- Provide necessary support and assistance to the assembly in conducting a needs assessment.

1     Policies and procedures  
2

3     Administrative agencies shall not impose policies and procedures and expenses upon  
4     subcontractors that are supplemental to TDH requirements and may create: 1) barriers  
5     for services to be delivered to clients, and/or, 2) undue burden upon the administrative,  
6     fiscal, and/or programmatic structure(s).  
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8     DATE OF LAST REVIEW  
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10    March 5, 2003  
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12    REVISIONS  
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14    Revisions to this policy were too substantial to list. The result is a virtually new  
15    document. Contractors are instructed to discard the previous policy issued March 4,  
16    1997. The revised policy is effective immediately.